



**USAID | GUATEMALA**  
DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

## **VACANCY NOTICE MOTOR POOL DISPATCHER**

### **REQUIRED QUALIFICATIONS:**

**NOTE:** All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

Completion of high school required.

Three years of experience supervising personnel.

Basic knowledge of motor vehicles maintenance, both preventive and corrective. Must possess a type "A" local driver's license. Must have a thorough knowledge of Guatemala City as well as the country's major vehicle routes.

Language Proficiency: Level II Spanish and Level II English (good working knowledge). (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)

Must have supervisory skills. Skills in the operation of basic Microsoft Office software (Excel, Word and Power Point) and data base management. Proven track record as a team player.

**If you do not meet all the requirements, please do not apply.**

### **FUNCTIONS OF THE POSITION:**

Dispatches motor vehicles and controls motor vehicle use to provide for effective and cost efficient transportation service for the Mission. This involves performs motor vehicle dispatching duties. Receives requests for scheduled, assigned, and as-needed transportation service, and dispatches drivers and vehicles to meet requests. Scheduled services include a shuttle service for home-to-office transportation of Mission employees. In addition to handling routine scheduled transportation service, occasionally handles the transportation of large visiting delegations. Instructs drivers as to the details of their assignments and inspects their appearance and that of the vehicles. Ensure that drivers perform the required 'Driver's Daily and Weekly Preventive Maintenance Checklist'. Actively uses the ILMS FleetWave web based software platform to manage and assign vehicles and drivers for the approval of city and field trips.

### **WE OFFER:**

Annual salary from Q78,173 thru Q121,169 based on past certified earnings. Labor benefits, medical insurance and retirement plan.

### **TO APPLY:**

Interested candidates must submit a cover letter requesting to participate in the selection process, curriculum vitae, driving license, salary history and any other documentation (e.g., copy of Guatemalan ID card, certificates, awards, letters or recommendation) that addresses the qualification requirements of the position as listed above via electronic message to [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov). Information should be submitted no later than **Thursday, August 29, 2013 at 3:00 p. m.**

**The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.**